

COOP Requirements for State of Tennessee Assessment

2019 EMAP Standard

- 4.4.2** The ~~Emergency Operations Plan (EOP), Recovery Plan,~~ Continuity of Operations (COOP) Plans for the departments, agencies and organizations with essential program functions, and ~~Continuity of Government (COG) Plan~~ address the following:
- (1) purpose and scope or goals and objectives;
 - (2) authority;
 - (3) situation and assumptions;
 - (4) functional roles and responsibilities for internal and external agencies, organizations, departments and positions;
 - (5) logistics support and resource requirements necessary to implement the Plans;
 - (6) concept of operations; and
 - (7) a maintenance process, which includes a method and schedule for evaluation and revision.
- 4.4.5** The Continuity of Operations (COOP) Plan(s) identifies the essential program functions. Each organization performing these essential program functions has a COOP Plan that includes the following:
- (1) processes and functions that will be continued and recovered;
 - (2) essential positions;
 - (3) lines of succession;
 - (4) processes that describe how the critical applications and vital records will be safeguarded;
 - (5) communications resources;
 - (6) priorities for recovery of processes, functions, critical applications, and vital resources; and
 - (7) alternate operating capability.



	BASIC PLAN
	I. PROMULGATION STATEMENT
	II. PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS.....
4.4.2 (1)	A. PURPOSE.....
	B. SCOPE
4.4.2 (3)	C. SITUATION OVERVIEW.....
	D. PLANNING ASSUMPTIONS.....
	E. OBJECTIVES.....
	F. SECURITY AND PRIVACY STATEMENT
4.4.2 (6)	III. CONCEPT OF OPERATIONS
	A. PHASE I: READINESS AND PREPAREDNESS
	B. PHASE II: ACTIVATION.....
	C. PHASE III: CONTINUITY OPERATIONS
	D. PHASE IV: RECONSTITUTION OPERATIONS.....
	E. DEVOLUTION OF CONTROL AND DIRECTION
4.4.2 (4)	IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
	V. DIRECTION, CONTROL, AND COORDINATION.....
	VI. DISASTER INTELLIGENCE
	VII. COMMUNICATIONS
4.4.2 (7)	VIII. PLAN DEVELOPMENT AND MAINTENANCE
4.4.2 (2)	IX. AUTHORITIES AND REFERENCES.....
4.4.5	(1) APPENDIX A. ESSENTIAL FUNCTIONS
	(2) APPENDIX B. CONTINUITY PERSONNEL.....
	(4) APPENDIX C. ESSENTIAL RECORDS MANAGEMENT
	(7) APPENDIX D. CONTINUITY FACILITIES
	(5) APPENDIX E. CONTINUITY COMMUNICATIONS.....
	(3) APPENDIX F. LEADERSHIP AND STAFF.....
4.4.2 (5)	APPENDIX G. LOGISTICS AND RESOURCES
	APPENDIX H. TESTS, TRAINING AND EXERCISES.....
	APPENDIX I. OPERATIONAL PROCEDURES
	APPENDIX J. PANDEMIC
	APPENDIX K. GLOSSARY
	APPENDIX I. ACRONYMNS.....

4.4.5 (6) *Priorities for recovery process, functions, critical apps & vital records – Addressed throughout the plan*

CONTINUITY PLAN TEMPLATE AND INSTRUCTIONS

This template provides instructions, guidance, and sample text for the development of continuity plans and programs in accordance with the Continuity Guidance Circular (CGC), dated February 2018. The guidance in this template has been adapted and modified from the FEMA Non-Federal Continuity Plan Template and Instructions, dated September 2013, incorporated the FEMA Pandemic Influenza Continuity of Operations Plan Annex Template, and applies to all levels of State departments and agencies within the State of Tennessee.

The template follows the traditional functional Emergency Operations Plan format detailed in the Federal Emergency Management Agency (FEMA) National Preparedness Directorate's Comprehensive Preparedness Guide 101, *Developing and Maintaining Emergency Operations Plans*. By using this planning template, departments/agencies will address each of the planning elements and requirements described in the CGC and the Emergency Management Accreditation Program (EMAP) standards for Continuity of Operations Plan's (COOP) compliance.

This document is organized in a flexible format so that organizations may select all or only certain sections of the template to develop or improve their plan. While using this template to assist in developing continuity plans and programs, State departments/agencies are encouraged to tailor the template to meet their specific continuity planning requirements. It should be noted that in its current format, the template is unclassified.

Note: Once organization-specific information is entered into the body of the template, delete the *italicized/bolded/blue* instructions found throughout the document and classify the plan as appropriate.

Questions concerning this template may be directed to:

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